



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

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October 2, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE OF TWO GRANT AWARDS FOR THE REFUGEE PREVENTIVE HEALTH
PROGRAM AND THE REFUGEE HEALTH ASSESSMENT PROGRAM**
(All Districts) (4 Votes)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept a Notice of Grant Award (NGA), Exhibit I, for the Refugee Preventive Health Program (RPHP), from the California Department of Health Services (CDHS), in the amount of \$130,000, effective August 1, 2003 through June 30, 2004, with two one-year automatic renewals through June 30, 2006, contingent upon an annual appropriation of funds from the Federal Office of Refugee Resettlement (FORR).
2. Delegate authority to the Director of Health Services, or his designee, to accept subsequent NGAs substantially similar to the RPHP award from the CDHS, for Fiscal Years (FYs) 2004-05 and 2005-06, which do not exceed 25% of the base award for project year 2003-04, subject to review and approval by County Counsel and notification to the Board offices.
3. Delegate authority to the Director of Health Services, or his designee, to execute amendments substantially similar to the NGA for the RPHP, for FYs 2003-04, 2004-05 and 2005-06, which do not exceed 25% of the base award, for each project year, subject to review and approval by County Counsel and notification to the Board offices.
4. Authorize the Department of Health Services (Department or DHS) to fill three new Full Time Equivalent (FTE) positions for one Public Health Nurse and two Student Professional Workers, to provide support for the RPHP, in excess of what is provided for in the

Department's staffing ordinance, pursuant to Section 6.06.020 of the County Code, subject to allocation by the Department of Human Resources.

5. Accept an NGA, Exhibit II, for the Refugee Health Assessment Program (RHAP), from the CDHS, in the amount of \$1,100,000, effective October 1, 2003 through September 30, 2004.
6. Delegate authority to the Director of Health Services, or his designee, to accept subsequent NGAs, substantially similar to the RHAP award from CDHS, for three subsequent years through September 30 2006, which do not exceed 25% of the base award for CDHS project year 2003-04, subject to review and approval by County Counsel and notification to the Board offices.
7. Delegate authority to the Director of Health Services, or his designee, to execute amendments to the NGA for the RHAP for CDHS project years 2003-04, 2004-05 and 2005-06, which do not exceed 25% of the base award for each project year, subject to review and approval by County Counsel and notification to the Board offices.
8. Approve an appropriation adjustment in the amount of \$130,000 to cover unbudgeted RPHP expenditures for FY 2003-04.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:

The Director of Health Services is requesting approval to accept two Notice of Grant Awards for the Refugee Health Assessment Program and the Refugee Preventive Health Program from the CDHS.

The Board's acceptance of the NGAs is required by the CDHS for the Department to be reimbursed for providing refugee services. Funding under these programs offsets the cost of DHS positions providing refugee health screening services and treatment of Latent Tuberculosis Infection (LTBI) among newly arriving and secondary migrant refugees, asylees, and parolees from Cuba and Haiti at various County health clinics.

FISCAL IMPACT/FINANCING:

The total program cost for the RPHP is \$158,279, of which \$130,000 is offset by CDHS funds, the remaining \$28,279 represent In-kind County cost for the period of August 1, 2003 through June 30, 2004. An appropriation adjustment in the amount of \$130,000 is necessary to cover unbudgeted RPHP expenditures for FY 2003-04.

The total program cost for the RHAP is \$1,100,000 effective October 1, 2003 through September 30, 2004, 100% offset by CDHS funds, contingent upon future FORR funds. Funding is included in the FY 2003-04 Adopted Budget. There are no additional net County costs associated with this action.

Funding will be requested in future fiscal years if appropriate.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

RPHP Award

The RPHP is a new grant awarded to the County to implement strategies to increase initiation and completion rates for treatment of LTBI among newly arriving refugees. The Catholic Charities of Los Angeles have also been awarded separate RPHP funds to partner with DHS to assist with strategies to overcome barriers that hinder the initiation and completion of LTBI treatment in Los Angeles County.

The RPHP award will allow the Department to continue treatment of LTBI among newly arriving refugees, asylees, parolees as well as health assessment and physical examinations.

RHAP Award

Since October 1, 1980, the County has received funding from CDHS to support the DHS' RHAP which provides health screening for various refugee populations who are new arrivals to the United States. The annual grant awards have been used to offset the cost of staff responsible for monitoring, communicable disease screening, and medical referrals for refugees in Los Angeles County.

On October 2, 2001, the Board approved an NGA from CDHS in the amount of \$1,200,000 for RHAP services for the period of October 1, 2001 through September 30, 2002, and delegated authority to the Director of Health Services (Director), or his designee, to accept NGAs for subsequent fiscal years from CDHS in an amount up to \$1,200,000.

On October 7, 2002, the Director exercised delegated authority to accept an NGA for RHAP from CDHS for the period of October 1, 2002 through September 30, 2003 in the amount of \$1,100,000.

The DHS System Redesign will not impact these actions since the programs are State and Federal funded.

The attached NGAs (Exhibit I and Exhibit II) have been reviewed and approved as to form by County Counsel.

Attachment A provides additional information. Attachments B and C are the Grant Management Statement forms which the Board instructed all County departments to include in all Board letters for grants exceeding \$100,000.

CONTRACTING PROCESS:

It is not appropriate to advertise CDHS grants on the Los Angeles County Online Web Site.

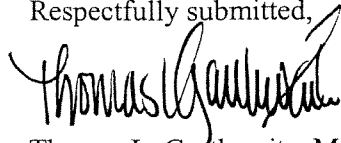
IMPACT ON CURRENT SERVICES (OR PROJECTS):

Acceptance of the NGAs for the refugee programs will support and expand the current level of program services at various health clinics throughout the County through at least September 30, 2004.

The Honorable Board of Supervisors
October 2, 2003
Page 4

When approved, this Department requires four signed copies of the Board's action.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. Garthwaite". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:rb

Attachments (5)

c: Chief Administrator Officer
County Counsel
Executive Officer, Board of Supervisors

BLETCDD3041.RB

SUMMARY OF GRANT AWARDS1. TYPE OF SERVICE:

The Refugee Preventive Health Program (RPHP) and Refugee Health Assessment Program (RHAP) provide services to meet the public health needs of various refugee populations.

2. AGENCY ADDRESS AND CONTACT PERSON:

California State Department of Health Services
 Division of Communicable Disease Control
 Refugee Health Section
 601 North 7th Street, MS508
 Sacramento, California 95814
 Attention: Laura Hardcastle, Chief
 Telephone: (916) 327-9614

3. TERM:

The RPHP award is effective August 1, 2003 through June 30, 2004 with provisions for two one-year automatic renewals through June 30, 2006. The RHAP award is effective October 1, 2003 through September 30, 2004.

4. FINANCIAL INFORMATION:

The total program cost for the RPHP is \$158,279, of which \$130,000 is offset by CDHS funds, the remaining \$28,279 represent In-kind County cost for the period of August 1, 2003 through June 30, 2004. An appropriation adjustment in the amount of \$130,000 is necessary to cover unbudgeted RPHP expenditures for Fiscal Year (FY) 2003-04.

The total program cost for the RHAP is \$1,100,000 effective October 1, 2003 through September 30, 2004, 100% offset by CDHS funds. Funding is included in the FY 2003-04 Adopted Budget. There are no additional net County costs associated with this action.

Funding will be requested in future fiscal years if appropriate

5. GEOGRAPHIC AREA TO BE SERVED:

Countywide.

6. ACCOUNTABLE FOR PROGRAM MONITORING AND EVALUATION:

Jonathan E. Fielding, M.D., M.P.H.

7. APPROVALS:

Public Health:	John F. Schunhoff, Chief of Operations
Contracts and Grants Division:	Riley J. Austin, Acting Chief
County Counsel (as to form):	Kelly Auerbach Hassel, Deputy County Counsel

**Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000**

Department: Health Services

Grant Project Title and Description

Notice of Grant Award from the California Department of Health Services for the Refugee Preventive Health Program

Funding Agency

Program (Fed. Grant #/State Bill or Code #)

Grant Acceptance Deadline

State/Federal funded

Grant Award No. 03-70-9460-1

Total Amount of Grant

\$130,000

County Match Requirements N/A

Grant Period: FY 2003-04

Begin Date: August 1, 2003

End Date: June 30, 2004

Number of Personnel Hired Under this

3

Full Time 1

Part 2

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary ("N") items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

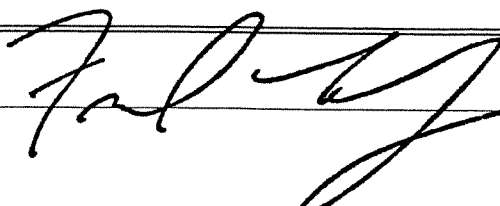
(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant. Yes ☒ No ☐

Impact of additional personnel on existing space: Space is available to accommodate new staff

Other requirements not mentioned above none

Department Head



Date 10/1/03

Los Angeles County Chief Administrative Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Health Services

Grant Project Title and Description

Notice of Grant Award from the California Department of Health Services for the Refugee Health Assessment Program

Funding Agency	Program (Fed. Grant #/State Bill or Code #)	Grant Acceptance Deadline
State/Federal funded	Grant Award No. 03-70-9460-1	

Total Amount of Grant	\$1,100,000	County Match Requirements	N/A
Grant Period: FY 2003-04	Begin Date: October 1, 2003	End Date:	September 30, 2004
Number of Personnel Hired Under this	21	Full Time	20 Part 1

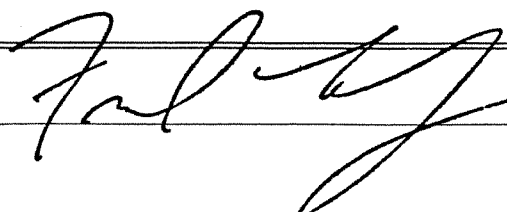
Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program?	Yes	X	No	
Will all personnel hired for this program be placed on temporary ("N") items?	Yes	X	No	
Is the County obligated to continue this program after the grant expires	Yes		No	X
If the County is not obligated to continue this program after the grant expires, the Department will:				
a). Absorb the program cost without reducing other services	Yes		No	X
b). Identify other revenue sources	Yes		No	X
(Describe)				
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.	Yes	X	No	

Impact of additional personnel on existing space: Space is available to accommodate new staff

Other requirements not mentioned above none

Department Head



Date

10/1/03

BOARD OF
SUPERVISORS
OFFICIAL COPY

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COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S.
No.

DEPARTMENT OF Health Services

September 23~~xxx~~ 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-VOTE

SOURCES:

Public Health Services

State-Other

A01-HS-23450-8831 \$130,000

TOTAL: \$130,000

USES:

Public Health Services

Salaries and Employee Benefits

A01-HS-23450-1000 \$100,000

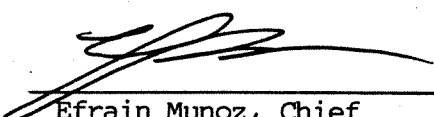
Services and Supplies

A01-HS-23450-2000 30,000

TOTAL: \$130,000

Justification:

This adjustment is necessary to recognize funding from the State Department of Health Services for the Refugee Preventive Health Program for the period of August 1, 2003 through June 30, 2004. There is no impact on County subsidy.

EM:lt
9/23/03

Efrain Munoz, Chief

DHS-Controller's Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

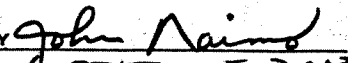
AS REVISED

October 1, 2003


DAVID E. JANSEN
CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

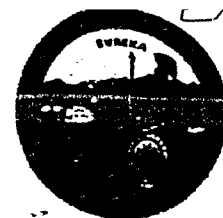
BY


JOHN NAIMO
AUDITOR-CONTROLLER
APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19



State of California—Health and Human Services Agency
Department of Health Services



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

GRAY DAVIS
Governor

July 3, 2003

Jonathan E. Fielding, M.D., M.P.H.
Health Officer
Los Angeles County Health Department
313 North Figueroa Street, Room 806
Los Angeles, CA 90012

Dear Dr. Fielding

REFUGEE PREVENTIVE HEALTH GRANT – NUMBER 03-70-9460-1
AWARD AMOUNT: \$130,000 - FISCAL YEAR 2003-2004

You have been awarded a Refugee Preventive Health Program (RPHP) grant for the period of August 1, 2003 through June 30, 2006. The award amount specified above is for the period of August 1, 2003 through June 30, 2004. You will be issued continuation awards for the periods of July 1, 2004 – June 30, 2005 and July 1, 2005 – June 30, 2006, subject to an annual appropriation of funds from the Federal Office of Refugee Resettlement.

You have been awarded this grant to implement strategies to increase initiation and completion rates for treatment of Latent Tuberculosis Infection (LTBI) amongst newly arriving refugees, asylees, parolees and victims of trafficking. Additionally, Catholic Charities of Los Angeles has been awarded separate RPHP funds to partner with you to assist with strategies to overcome barriers that hinder the initiation and completion of LTBI treatment in Los Angeles County.

In order to be eligible to receive these funds, you must submit a Program Plan and Budget Summary and Justification referencing the above grant number that meets the guidelines specified in a forthcoming RPHP Policies and Procedures Manual. The Program Plan and Budget will be due by July 30, 2003. A mandatory teleconference is scheduled for Thursday, July 17, 2003 from 1:00 p.m. to 3:00 p.m. to review the guidelines and requirements to this



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www.consumerenergycenter.org/flex/index.html

1501 Capitol Avenue, MS 5204, PO Box 942732, Sacramento, CA 94234-7320
916/552-8252; Fax: 916/552-8260
Internet Address: www.dhs.ca.gov

Jonathan E. Fielding, M.D., M.P.H.

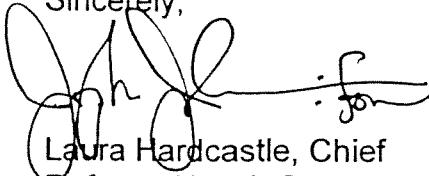
Page 2

July 3, 2003

new three-year program. A CDHS/RHS Program Consultant will be contacting you shortly to assist you with the timely development of your Program Plan and Budget.

Should you have any questions, please contact me at (916) 552-8268.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Hardcastle', followed by a horizontal line and a small flourish.

Laura Hardcastle, Chief
Refugee Health Section
Office of County Health Services

cc: Grace Huang, P.S., P.H.N.
Program Specialist
Refugee Assessment Program
Los Angeles County Health Department
2615 South Grand Avenue, Room 507
Los Angeles, CA 90007

Mr. Stuart McMullen
Senior Public Health Advisor
Los Angeles County Health Department
2615 South Grand Avenue, Room 507
Los Angeles, CA 90007

Mr. Jim Asada
Grants Manager
Los Angeles County Health Department
5555 Ferguson Drive, Suite 100-50
Commerce, CA 90022

Gregory A. Franklin, M.H.A.
Deputy Director
Health Information and Strategic Planning Division
California Department of Health Services
1501 Capitol Avenue, Suite 71-5195
Sacramento, CA 95814

Jonathan E. Fielding, M.D., M.P.H.

Page 3

July 3, 2003

cc: Maureen Farrell, F.N.P., M.H.A.
Nurse Consultant III (SP)
Refugee Health Section
Office of County Health Services
Health Information and Strategic Planning Division
California Department of Health Services
1501 Capitol Avenue, MS 5204
Sacramento, CA 95814

Ms. Terry McIntire-Hicks
Fiscal Consultant
Refugee Health Section
Office of County Health Services
Health Information and Strategic Planning Division
California Department of Health Services
1501 Capitol Avenue, MS 5204
Sacramento, CA 95814

REFUGEE PREVENTIVE HEALTH PROGRAM BUDGET SUMMARY

AGENCY NAME: LOS ANGELES COUNTY
GRANT NO.: 03-70-9460-1
GRANT PERIOD: 08/01/2003 - 06/30/2004
FISCAL YEAR 2003/2004

1. PERSONNEL	Salary Per period/hour	# Period # Hours	Percent Time	Approved Budget
Public Health Nurse (1)	\$ 5,320.00	11	100%	\$ 58,520
Total Full Time Salaries				\$ 58,520
Student Professional Workers (2)	\$ 9.54	1907	100%	\$ 18,193
Total Salaries & Wages				\$ 76,713
Employee Benefits (excluding wage employees)	35.6991%			\$ 20,891
Bilingual Bonus @\$100 X 2FTE X 11 Months	\$ 100.00	22		\$ 2,200
Nurse Retention Bonus @\$110 X 1FTE X 11 Months	\$ 110.00	11		\$ 1,210
Total Fringe Benefits				\$ 24,301
TOTAL PERSONNEL				\$ 101,014
2. OPERATING EXPENSES				
Cellular Telephone (1 unit Initiation cost + 11 Monthly Fee)	\$ 50.00	\$ 20.00		\$ 270
Mileage/Parking				\$ 2,000
Travel				\$ 1,000
Training				\$ 500
Office/Medical Supplies				\$ 4,900
TOTAL OPERATING EXPENSES				\$ 8,670
3. CAPITAL EXPENDITURES				\$ -
4. OTHER COSTS				
Patient Incentives				\$ 8,000
Educational Materials				\$ 4,350
Printer (1)	\$ 3,400	1		\$ 3,400
Desktop Computer System (2) includes Monitor	\$ 1,083	2		\$ 2,166
Laptop Computer (1)	\$ 2,400	1		\$ 2,400
TOTAL OTHER COSTS				\$ 20,316
5. INDIRECT COSTS				\$ -
TOTAL BUDGET				\$ 130,000

REFUGEE PREVENTIVE HEALTH PROGRAM

BUDGET JUSTIFICATION

AGENCY NAME: LOS ANGELES COUNTY
GRANT NO.: 03-70-9460-1
GRANT PERIOD: 08/01/2003 - 06/30/2004
FISCAL YEAR 2003/2004

1. PERSONNEL \$ 101,014

Public Health Nurse \$ 58,520

This funding will pay for a PHN position which provides a key role for the RPHP, functioning as the project coordinator. Community outreach, TB prevention and LTBI education, follow-up patient service, creating educational materials etc. are the specialty of the PHN. The PHN will facilitate community focus group and coordination with CCLA, physician group, or other community organization for outreach or follow-up activities.

Student Professional Workers \$ 18,193

These funds will pay for two student professional workers position. The student professional worker will help to design survey tools, collect and enter data, analyze data, outreach activities, and creating educational materials. RPHP program plans to hire one student with bilingual capacity in Chinese-Mandarin and the other one in Farsi to meet the need of targeted population.

Employee Benefits (excluding wage employees) \$ 20,891

Calculated at 35.6991% of salaries (\$58,520 X .356991)

Bilingual Bonus \$ 2,200

Calculated at \$100 X 2 FTE X 12 Months

Nurse Retention Bonus \$ 1,210

Calculated at \$110 X 1 FTE X 12 Months

2. OPERATING EXPENSES \$ 8,670

Mileage/Parking \$ 2,000

These funds are to reimburse staff for work-related travel and parking expenses. These costs are incurred by the PHN or the Student Professional Workers to conduct outreach, presentation, and patient education, or patient follow-up activities.

Travel \$ 1,000

These funds will be used for reimbursement of travel expenses for staff to attend the annual RHAP conference, the two California TB Controller's Conference, and other training or meetings that are relevant to the Refugee Health Prevention Program.

✓
registration fees related to RPHP ssstaff attendance of meetings as listed under travel above.

Office/Medical Supplies \$ 4,900

These funds will be used to purchase supplies required for the day-to-day operation of the program such as paper supplies, cartridges for printer, file cabinets to store educational materials and other work station needs.

3. CAPITAL EXPENDITURES \$ -

4. OTHER COSTS \$ 20,316

Patient Incentives \$ 8,000

These funds will allow program to provide incentives such as McDonald coupons, stickers, store coupons, phone cards etc. to encourage patient compliance to the LTBI treatment regimen and promote treatment completion rate.

Educational Materials \$ 4,350

These funds will be utilized to purchase materials for outreach activities, or to pay for printing of posters created.

Color Printer \$ 3,400

This printer will be utilized to develop and reproduce health education materials used to promote testing and completion of treatment for

Desktop Computer \$ 2,166

These funds will be used to purchase two computers for two of the program staff to carry out program activities, design educational materials, and collect data for purposes of evaluating program activities.

Laptop Computer \$ 2,400

These funds will be used to purchase one lap-top computer for one of the program staff to carry out program activities, create educational materials, and use for power point presentation during outreach.

5. INDIRECT COSTS \$ -

TOTAL BUDGET \$ 130,000

**REFUGEE PREVENTIVE HEALTH PROGRAM
20% MATCH REQUIREMENT**

AGENCY NAME: LOS ANGELES COUNTY
GRANT NO.: 03-70-9460-1
GRANT PERIOD: 08/01/2003 - 06/30/2004
FISCAL YEAR 2003/2004

EXPENSE CATEGORY	TOTAL COST	TOTAL GRANT FUNDING	AGENCY MATCH AMOUNT	%	MATCH SOURCE
1. PERSONNEL					
Physician Specialist (Christine Wigen)			\$ 1,052	1%	
Nurse Manager (Flora Lamb, Linnie Henry)			\$ 792	1%	
Program Specialist, PHN (Grace Huang)			\$ 14,988	22%	
Epidemiologist (Han Wu)			\$ 1,207	2%	
Senior Public Health Advisor (Stuart McMullen)			\$ 1,760	2%	
Assistant Staff Analyst (Michael Rodriguez)			\$ 658	1%	
Staff Assistant II (Frances Watters)			\$ 382	1%	
Total Full Time Salaries			\$ 20,839		
Total Salaries & Wages			\$ 20,839		
Employee Benefits (excluding wage employees)			\$ 7,439		
Bilingual Bonus @\$100 X 1FTE X 12 Months					
Nurse Retention Bonus @\$110 X 1FTE X 12 Months					
Total Fringe Benefits			\$ 7,439		
TOTAL PERSONNEL			\$ 28,279		
2. OPERATING EXPENSES					
TOTAL OPERATING EXPENSES			\$ -		
3. CAPITAL EXPENDITURES			\$ -		
4. OTHER COSTS					
TOTAL OTHER COSTS			\$ -		
5. INDIRECT COSTS			\$ -		
TOTAL BUDGET			\$ 28,279	22%	Match

STATEMENT OF DUTIES AND JUSTIFICATION FOR NEW AND ADDITIONAL POSITIONSDepartment: Tuberculosis Control Program Duty Statement Reference No. _____Number of Position(s) Requested: 1Title Requested: Public Health NurseItem No. 5230Sub No. : NAllocation of an additional position to: Existing Class X New Class _____

Number of Vacant Positions in this Classification: _____

Allocation of a transferred position:

Transferred from: _____ Transferred to: _____
Bureau -or- Branch/Div/Section/Unit Bureau -or- Branch/Div/Section/Unit

Organizational Assignment: (Attach organization chart(s))

Bureau/Branch: Public HealthDivision: Disease Control ProgramsSection/Unit: Tuberculosis Control ProgramTitle of Immediate Supervisor: Program Specialist PHN

The additional position(s) is/are needed to:

DESCRIPTION:

The Public Health Nurse functions as a member of the Refugee Health Assessment Team with special focus on the promotion of Latent Tuberculosis Infection (LTBI) treatment initiation, adherence, and completion rate among the newly arrived refugee population. The PHN acts as coordinator and case manager to plan strategies in promoting LTBI treatment initiation and adherence rate. In collaboration with Catholic Charity of Los Angeles, the public health nurse will provide training and educational sessions regarding Tuberculosis (TB) prevention and LTBI treatment to the refugees, community leaders, physician office, health care workers, and other community organizations. The PHN will utilize the Los Angeles County Public Health Nursing Practice Model in daily practice and program management. This position reports directly to the Program Specialist in Refugee Health Assessment Program.

Justification:

(Please consider following questions: What necessitated this request? What alternatives were evaluated prior to submitting a request for additional staffing? What are the implications to your department if the request is not approved?)

Justification for Public Health Nurse

The Refugee Health Prevention program is a new state mandated program. This position is funded by the California Department of Health, Refugee Health Section for the specific purposes in the promotion of Latent Tuberculosis Infection (LTBI) treatment initiation, adherence, and completion rate among the newly arrived refugee population. The Public Health Nurse will function as a member of the Refugee Health Assessment Team specifically assigned to the Refugee Preventive Health Program, LTBI project. The PHN acts as coordinator and case manager to plan strategies in promoting LTBI treatment initiation and adherence rate. In collaboration with Catholic Charity of Los Angeles, the public health nurse will coordinate outreach activities; provide training and educational sessions regarding tuberculosis prevention and the LTBI treatment to the refugees, community leaders, physician office, health care workers, and other community organizations. The PHN will utilize the Los Angeles County Public Health Nursing Practice Model in daily practice and program management. This position reports directly to the Program Specialist in Refugee Health Assessment Program.

Based on the epidemiological analysis of the refugee LTBI cases in the LA County, the primary targeted population is Chinese asylees in San Gabriel Valley. The Secondary targeted population is the Iranian refugees in Glendale and north valley area. Providing a cultural and linguistic appropriate service is one of the essential elements toward program success targeting these newly arrived foreign populations. Therefore, the primary request for this position is a Chinese-Mandarin speaking PHN.

Proposed Duties (List in order of importance):**Percent of Time****EXAMPLES OF DUTIES:****ASSESSMENT (TOTAL 10%)**

1. The PHN assesses the knowledge base and the attitude of the refugees and the targeted community groups regarding LTBI treatment and TB prevention by using data, survey, community resource identification input from the community, and professional judgment. (3%)
2. The PHN assesses the cultural beliefs and practices that may impact LTBI treatment. (2%)
3. The PHN assesses the knowledge base and competency level of the private public partner in providing public education or outreach activities in the area of the LTBI treatment and TB prevention. (3%)
4. The PHN assesses areas of need for educational materials appropriate to the targeted ethnic refugees. (2%)

DIAGNOSIS (TOTAL 5%)

1. The public health nurse analyzes collected assessment data and partners with community agencies or people to attach meaning to those data and determine opportunities and needs. (3%)
2. The public health nurse determines if there is an identified, actual, or potential problem utilizing data analysis. (2%)

OUTCOMES IDENTIFICATION (TOTAL 3%)

1. The public health nurse participates with other community partners to identify expected outcomes in the targeted populations in the area of LTBI treatment adherence and completion. (2%)
2. The expected outcome is to prevent tuberculosis disease in refugees, their families, communities, health facilities, or other sites by the completion of LTBI treatment. (1%)

PLANNING (TOTAL 10%)

The public health nurse promote and supports the development of programs, policies, and supports the development of programs, policies, and services that provide interventions that improve the initiation, adherence, and completion rate of the targeted refugee populations. The PHN utilizes the Minnesota DHS PHN Section's Public Health Interventions to determine the plan. (10%)

ACTION (60%)

The public health nurse will:

1. Act as the Refugee Preventive Health Program Coordinator, designs and implements strategies to promote LTBI treatment initiation rate and treatment completion rate. (15%)
2. Act as a liaison and resource person for the clinics, the community organizations, the public-private partner, private physicians etc. in the area of LTBI treatment promotion and management. (3%)
3. Network and interact with community leaders to establish strategies and lesson plans for community outreach lesson plan for TB prevention and LTBI treatment education. (2%)
4. Collaborate and act as liaison person with the public-private partner to provide training, ensure appropriate health education materials used and to coordinate referral process to the partner, and monitor the follow-up results of referrals made. (2%)
5. Develop survey tools to validate LTBI community profile and characteristics of the targeted refugee population to increase adherence rate. (3%)
6. Be responsible for data collection and analysis of data regularly to navigate program strategies to maximize the LTBI treatment initiation and completion rate. (3%)
7. Provide monthly narrative report regarding the Refugee Preventive Health Program activities, barriers, and solutions. (2%)
8. Assess the barriers to LTBI treatment adherence. (2%)
9. Provide direct supervision of the Student Professional Workers, including work assignment, signing time card, and writing performance evaluation (2%)
10. Provide case management on all refugees that qualified for LTBI treatment and monitor all LTBI cases until treatment completion. (10%)
11. Conduct educational presentation to community groups, physicians, and refugee groups regarding TB prevention, LTBI treatment, and BCG information to promote completion of LTBI treatment. (5%)
12. Coordinate outreach activities within RHAP to promote initiative adherence and completion. (1%)
13. Consult and collaborate as needed with the Nurse Manager, Program Specialist, Public Health Nurse Specialist, TB clinician, clinic staff, healthcare providers,

SPA administrators, and community leaders of the targeted population. (3%)

14. Educate the client and family regarding the TB disease process, TB prevention, and LTBI therapy individually or in groups. (5%)
15. Participate in professional conferences, annual State Refugee Health meeting, monthly TB inservice, monthly general nursing meeting, refugee nurses meeting and other meetings as appropriate to enrich skills and enhance program operation. (2%)

ASSURANCE: ACTION COMPONENT (TOTAL 2%)

The public health nurse will assure access and availability of programs, policies, resources, and services to the targeted population. (2%)

EVALUATION (TOTAL 10%)

The public health nurse will:

1. Evaluate the initiation, adherence and completion rate of the targeted population. (2%)
2. Assess the effectiveness of strategies implemented and assess the need for modification to meet expected outcome periodically. (1%)
3. Conduct chart review for continuous quality improvement. (5%)
4. Determine actions and coordinate recommendations for non-adherent clients with physicians, ERN's, clinic staff, and the private public partners. (1%)
5. Develop and distribute Client Satisfaction Survey form to the refugee or the family members for completion in a pre-stamped envelope. (1%)

100%

STATEMENT OF DUTIES AND JUSTIFICATION FOR NEW AND ADDITIONAL POSITIONS**Department:** Tuberculosis Control Program Duty Statement Reference No. _____**Number of Position(s) Requested:** 1 **Title Requested:** Student Professional Worker**Item No.** 8243**Sub No. :** E**Allocation of an additional position to:** Existing Class X New Class _____**Number of Vacant Positions in this Classification:** _____**Allocation of a transferred position:****Transferred from:** _____ **Transferred to:** _____
Bureau -or- Branch/Div/Section/Unit Bureau -or- Branch/Div/Section/Unit**Organizational Assignment:** (Attach organization chart(s))Bureau/Branch: Public HealthDivision: Disease Control ProgramsSection/Unit: Tuberculosis Control ProgramTitle of Immediate Supervisor: Public Health Nurse**The additional position(s) is/are needed to:**

The Student Professional Worker is under direct supervision of the Public Health Nurse (PHN) in the Refugee Health Prevention Program on a part-time basis. The position will assist the PHN in the outreach efforts to improve Latent Tuberculosis Infection (LTBI) treatment initiation, adherence, and completion rate among the refugee population.

Proposed Duties (List in order of importance):**Percent of Time****EXAMPLES OF DUTIES**

Assists in collecting and analyzing statistics, doing research, and making investigations and studies related to LTBI management in the refugee populations. (30%)

Assists in the preparation of reports. (2%)

Assists in the preparation of scripts for radio or TV public education about TB prevention and LTBI treatment. (3%)

Assists in developing and implementing survey tools for the program, under direction of the PHN. (5%)

Assists in patient interview for data collection. (5%)

Assists in developing educational materials/posters related to TB prevention and LTBI management for patient education and community outreach (10%)

Assists in developing lesson plan for patient education and presentation to the community group. (10%)

Assists in patient education and community presentation in the language specialty of the student professional worker. (5%)

Provides interpretation service in the language specialty of the student professional worker. (5%)

Monitors and maintains health educational material supplies. (5%)

Performs program data entry as assigned. (15%)

Performs related clerical work as required. (5%)

100%

Justification:

(Please consider following questions: What necessitated this request? What alternatives were evaluated prior to submitting a request for additional staffing? What are the implications to your department if the request is not approved?)

Justification for Student Professional Workers

The Refugee Health Preventive Health Program is a new state mandated program effective August 1, 2003. The Refugee Health Section of the California Department of Health funds two half-time Student Professional Workers (SPWs). The Student Professional Worker is under direct supervision of the Public Health Nurse (PHN) in the Refugee Health Prevention Program on a part-time basis. The position will assist the PHN in the outreach activities to improve Latent Tuberculosis Infection (LTBI) treatment initiation, adherence, and completion rate among the refugee population. The Student Professional Worker will assist in the following activities such as: contacting refugees regarding their LTBI clinic appointments, collecting and entering data, analyzing data, providing interpretation service and creating or translating educational materials as needed for the Refugee Preventive Health Program, LTBI project. The SPW will provide cultural and linguistic assistance to the program.

Based on the epidemiological analysis results of the refugee LTBI cases in the Los Angeles County: the primary targeted population for the refugee LTBI project is Chinese asylees in San Gabriel Valley; and the second targeted population is the Iranian refugees in Glendale and North Valley area. To achieve a successful program and as mandate by the State, it is essential that the program provides a cultural and linguistic appropriate service to these newly arrived foreign populations. Therefore, the Refugee Preventive Health Program is requesting one SPW that is proficient in Chinese-Mandarin and the other one in Farsi.



Department of Health Services



II

DIANA M. BONTÁ, R.N., Dr. P.H.
Director

GRAY DAVIS
Governor

July 23, 2003

Jonathan E. Fielding, M.D., M.P.H.
Health Officer
Los Angeles County Health Department
313 North Figueroa Street, Room 806
Los Angeles, CA 90012

Dear Dr. Fielding:

REFUGEE HEALTH ASSESSMENT PROGRAM GRANT – NUMBER 03-70-9460-1
AWARD AMOUNT: \$1,100,000 - FISCAL YEAR 2003-2004

You have been awarded a Refugee Health Assessment Program (RHAP) continuation grant for the period of October 1, 2003 through September 30, 2004. This award is subject to an appropriation of funds from the Federal Office of Refugee Resettlement.

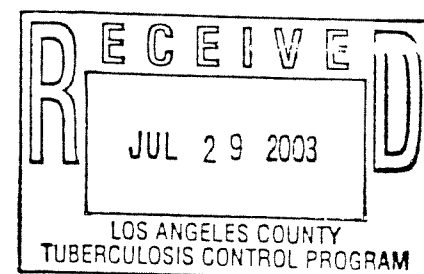
This award allows for the provision of a culturally and linguistically appropriate comprehensive health assessment and physical examination for newly arriving and secondary migrant refugees, asylees, parolees (from Cuba and Haiti), and victims of trafficking in your local health jurisdiction. This includes health education, outreach, and health provider referral and follow-up activities as of October 1, 2003.

You must submit a Program Plan and Budget Summary and Justification referencing the above grant number by Friday, September 5, 2003, that meets the guidelines specified in the RHAP Policies and Procedures Manual to be eligible to receive these funds.

Should you have any questions, please contact me at (916) 552-8268.

Sincerely,

Laura Hardcastle, Chief
Refugee Health Section
Office of County Health Services



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

1501 Capitol Avenue, MS 5204, Sacramento, CA 95814
916/552-8268 / FAX 916/552-8260
Internet Address: www.dhs.ca.gov

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REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET SUMMARY

Agency Name: Los Angeles County

Grant Number: 03-70-9460-1

Grant Term: October 1, 2003 to September 30, 2004

Fiscal Year: 2003/2004

1. PERSONNEL	Salary Per period/hour	# Period # Hours	Percent Time	Approved Budget
1 - Public Health Nursing Supervisor	\$ 5,770.45	12	100%	\$ 69,245
10 - Community Worker	\$ 2,843.00	108	100%	\$ 307,044
1 - Health Education Assistant	\$ 3,233.73	0	100%	\$ -
2 - Intermediate Typist Clerk	\$ 2,481.00	24	100%	\$ 59,544
1 - Nurse Practitioner	\$ 6,657.00	12	100%	\$ 79,884
1 - Program Specialist, PHN	\$ 6,244.55	12	100%	\$ 74,935
2 - Public Health Nurse	\$ 4,977.09	24	100%	\$ 119,450
1 - Supervising Clinic Nurse I	\$ 5,268.00	12	100%	\$ 63,216
Total Full Time Salaries				\$ 773,318
2 Student Professional Workers	\$ 9.54	1907		\$ 18,193
TOTAL PERSONNEL SERVICES				\$ 791,511
2. FRINGE BENEFITS				
Employee Benefits (excluding wage employees)	35.6991%			\$ 276,068
Bilingual Bonus @\$100 X 12 Months X 13FTE	\$ 100.00	156		\$ 15,600
Nurse Retention Bonus @\$110 X 12 Months X 7FTE	\$ 110.00	84		\$ 9,240
TOTAL FRINGE BENEFITS				\$ 300,908
3. OPERATING EXPENSES				
Mileage/Parking				\$ 3,000
Training				\$ 500
Office/Medical Supplies				\$ 2,581
TOTAL OPERATING EXPENSES				\$ 6,081
4. EQUIPMENT				\$ -
5. TRAVEL				\$ 1,500
6. SUBCONTRACTS				\$ -
7. OTHER COSTS				\$ -
TOTAL BUDGET				\$ 1,100,000

REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET JUSTIFICATION

Agency Name: Los Angeles County
 Grant Number: 03-70-9460-1
 Grant Term: October 1, 2003 to September 30, 2004
 Fiscal Year: 2003/2004

1. PERSONNEL	\$ 791,511
1 - Public Health Nursing Supervisor This Public Health Nursing Supervisor (PHNS) is responsible for the RHAP's clinical operation. The PHNS coordinates and monitors the activities of the refugee team clinics including the counseling and management of personnel. This position reports directly to the Program Specialist and is responsible and accountable for the supervision of staff assigned to the Refugee Unit. Staffing includes public health nurse, registered nurses, health educator assistant, community workers, student workers, and clerical support staff.	\$ 69,245
10 - Community Worker These employees complete demographic information for all refugees. They provide health education and home visits to assure the refugee understands his/her health care screening assessment. They provide interpretation for staff and refugees as needed. They assist in the coordination and provision of transportation for the refugee(s) by overseeing the distribution of bus tokens and taxi vouchers and/or providing transportation via a County van as necessary.	\$ 307,044
1 - Health Education Assistant This position is temporarily covered by another funding source due to a reduction in RHAP budget for this funding period. The employee that is currently on the item is one of the most senior and valuable, excellent staff in RHAP. If this item is removed from the budget, it will be extremely difficult to reinstate under LA County bureaucratic process.	\$ -
2 - Intermediate Typist Clerk The Intermediate Typist Clerk at the headquarters process all refugee arrival notifications received, enters appropriate information into the computer, maintain files for all refugee arrival information. The Intermediate Typist Clerks assigned to the teams assure and prepare all paperwork for clinical activities. They issue patient record numbers, copy medical records for all refugees, schedule clinic appointments, collect pertinent data utilizing pre-designed spreadsheet files.	\$ 59,544
1 - Nurse Practitioner	\$ 79,884

REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET JUSTIFICATION

Agency Name: Los Angeles County

Grant Number: 03-70-9460-1

Grant Term: October 1, 2003 to September 30, 2004

Fiscal Year: 2003/2004

This employee will work in collaboration with physicians to provide complete physical examinations for refugees. He/She will formulate diagnoses, patient education, and make appropriate health care referrals utilizing holistic approach. He/She will function independently in the care and treatment of patients.

1 - Program Specialist, PHN

\$ 74,935

This employee manages and coordinates all activities and budgets of the Refugee Health Assessment Program and the Medical Interpreter Training Program. He/She assures that all refugee health assessment services are provided in compliance within the Operational Guidelines of the State of Refugee Health Section and the federal Office of Refugee Resettlement.

2 - Public Health Nurse

\$ 119,450

This position is freezed down to Clinic Nurse II position. These employees conduct public health assessments, administer necessary immunizations, TB Mantoux skin tests, conduct Communicable Disease and Hepatitis B Clinic and provide assistance to the Nurse Practitioner in completing the health assessments for all new refugee arrivals. They draw all blood as ordered and coordinate and provide health education. They provide education and referral services for refugees who have identified health conditions, social, or mental problems to appropriate health care providers or other service providers. In addition, these employees function as clinic managers and provide supervisions to the community workers and intermediate typist clerk in their team.

1 - Supervising Clinic Nurse I

\$ 63,216

This position is freezed down to the Nursing Care Specialist I position. This employee conduct public health assessments, administer necessary immunizations, TB Mantoux skin tests, conduct Communicable Disease and Hepatitis B Clinic and provide assistance to the Nurse Practitioner in completing the health assessments for all new refugee arrivals. The employee also draw all blood as ordered and coordinate and provide health education and provide education and referral services for refugees who have identified health conditions, social, or mental problems to appropriate health care providers or other service providers. In addition, this employee coordinates referrals and follow-up of referral activities as identified in the physical examination clinic. This nurse assists with data collection, review proper disposition of Class A/B alien referrals and acts as relief Clinic Manager.

REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET JUSTIFICATION

Agency Name: Los Angeles County
 Grant Number: 03-70-9460-1
 Grant Term: October 1, 2003 to September 30, 2004
 Fiscal Year: 2003/2004

2 Student Professional Workers		\$ 18,193
These part-time employees provide additional capacity for mandated data entry associated with refugee health.		
2. FRINGE BENEFITS		\$ 300,908
Employee Benefits (excluding wage employees)		\$ 276,068
Calculated at 35.6991% of salaries		
Bilingual Bonus @\$100 X 12 Months X 13FTE		\$ 15,600
Calculated at \$100 X 13 FTE X 12 Months		
Nurse Retention Bonus @\$110 X 12 Months X 7FTE		\$ 9,240
Calculated at \$110 X 7 FTE X 12 Months		
3. OPERATING EXPENSES		\$ 6,081
Mileage/Parking		\$ 3,000
The funds are to reimburse staff for work-related travel and parking expenses. These costs are incurred by the Community Worker and nursing staff to facilitate assessment and to follow-up broken appointments as necessary		
Training		\$ 500
These funds will compensate for the costs of training and registration fees related to refugee staff attendance of essential meetings (listed under Travel, below). These funds will also be used to pay annual membership dues for state and local Refugee Health Forums.		
Office/Medical Supplies		\$ 2,581
These funds will be used to purchase supplies required for the day-to-day operation of the program such as paper goods, pens, pencils, printer cartridges, computer related supplies, syringes, INH medication, ova & parasite medications and laminating pouches.		
4. EQUIPMENT		\$ -
5. TRAVEL		\$ 1,500

REFUGEE HEALTH ASSESSMENT PROGRAM**BUDGET JUSTIFICATION****Agency Name: Los Angeles County****Grant Number: 03-70-9460-1****Grant Term: October 1, 2003 to September 30, 2004****Fiscal Year: 2003/2004**

These funds will be used for reimbursement of travel expenses for appropriate staff to attend the annual National Refugee Conference in Washington, D.C., the state's annual Refugee Health Meeting, the two California TB Controller's Conferences, the quarterly state Refugee Health Forum meetings and other meetings that are relevant to the Refugee Health Program.

6. SUBCONTRACTS**\$ -****7. OTHER COSTS****\$ -****TOTAL BUDGET \$ 1,100,000**